

**SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BOULEVARD, LAKEWOOD, CALIFORNIA 90712
12:00 P.M. MONDAY, APRIL 22, 2013
(Teleconference Location: 3767 Worsham Avenue, Long Beach, CA. 90808)
AGENDA**

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For information" or "For discussion" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

- 1. DETERMINATION OF QUORUM**
- 2. PUBLIC COMMENT**
Pursuant to Government Code Section 54953 (b) (3), any member of the public wishing to address the legislative body directly pursuant to California Government Code Section 54953.3 may do so at each teleconference location.
- 3. ADMINISTRATIVE CODE**
Staff Recommendation: For discussion.
- 4. DEPARTMENT REPORT**
Staff Recommendation: For information.
- 5. DIRECTOR'S REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
- 6. ADJOURNMENT**

Posted by Scott Ota, Chief Financial Officer, April 15, 2013

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the Board meeting, please contact Scott Ota, Chief Financial Officer at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District's website, www.wrd.org.

EXHAUSTION OF ADMINISTRATIVE REMEDIES – If you challenge a District action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Chief Financial Officer at, or prior to, the public hearing. Any written correspondence delivered to the Chief Financial Officer before the District's final action on a matter will become a part of the administrative record.



MEMORANDUM

ITEM NO. 3

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: APRIL 22, 2013

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE

SUMMARY

Discuss any Administrative Policy Code Overview/Revisions with the Committee for possible recommendation to the Board of Directors.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.



MEMORANDUM

ITEM NO. 4

Prepared by: J H Shaunessy

Reviewed by: Scott Ota

Approved by: Robb Whitaker

DATE: APRIL 22, 2013
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: DEPARTMENT REPORT

SUMMARY

Staff has been working on the following projects:

- Arranged various meetings and provided support to the General Manager;
- March 6, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- March 18, 2013 attended and prepared minutes for the meeting of the External Affairs Committee;
- March 20, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- April 3, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- April 10, 2013 attended and prepared minutes for the meeting of the Finance Committee;
- April 17, 2013 attended and prepared minutes for the meeting of the Board of Directors;
- Mailed and emailed flyers for the 1st Budget Workshop on 4/17/13;
- Arranged various meetings and provided support to the Assistant General Manager;
- Continued work on various personnel, human resource and legal issues.
- Set up travel arrangements for managers and staff as needed.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.